

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 22, 2008

Organizational Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:07 p.m.

Roll Call

Present: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Laverty
Absent: None

Pledge of Allegiance

Trustee Hollister led the Pledge of Allegiance.

Oath of Office

Oath of Office – The Honorable Charles F. Filice

Judge Filice led Trustee Deborah Canja into the Oath of Office:

"I do solemnly swear that I will support the Constitution of the United States and the constitution of this State, and that I will faithfully discharge the duties of the office as a member of the Board of Trustees of Lansing Community College according to the best of my ability".

Trustee Canja was sworn in at 6:09 p.m.

Oath of Office – The Honorable George Economy

Judge Economy led Trustee Jerry Hollister into the Oath of Office:

"I do solemnly swear that I will support the Constitution of the United States and the constitution of this State, and that I will faithfully discharge the duties of the office as a member of the Board of Trustees of Lansing Community College according to the best of my ability".

Trustee Hollister was sworn in at 6:11 p.m.

Oath of Office – The Honorable Amy Krause

Judge Krause led Trustee Edward Woods III into the Oath of Office:

"I do solemnly swear that I will support the Constitution of the United States and the constitution of this State, and that I will faithfully discharge the duties of the office as a member of the Board of Trustees of Lansing Community College according to the best of my ability".

Trustee Woods was sworn in at 6:13 p.m.

The Board went into a brief recess and reconvened at 6:28 p.m.

Roll call:

Present: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Absent: None

Approval of Minutes

MOVED Trustee Hollister and supported by Trustee Smith to adopt the December 10, 2007 Regular Board Meeting minutes.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Chairman Lavery requested to move the Banner Implementation Audit to the President's Report under the Banner/Oracle Update.

Limited Public Comment Regarding Agenda Items

There were no public comments.

CHAIRMAN'S REPORT

Chairman Laverty - Election of Officers

The following nominations were made for the office of Chair of Lansing Community College Board of Trustees:

MOVED by Trustee Rasmusson and supported by Trustee Laverty to nominate Trustee Proctor as the officer of Chair of Lansing Community College Board of Trustees.

MOVED by Trustee Canja and supported by Trustee Woods to nominate Trustee Smith as the officer of Chair of Lansing Community College Board of Trustees.

Chairman Laverty asked both Trustee Proctor and Trustee Smith if they would accept the nomination. They both replied yes.

Roll call vote:

Deborah Canja:	Smith
Jerry Hollister:	Smith
Robert Proctor:	Proctor
Thomas Rasmusson:	Proctor
Robin Smith:	Smith
Edward Woods III:	Smith
Chris Laverty:	Proctor

Trustee Robin Smith was named the officer of Chairperson of Lansing Community College Board of Trustees.

The following nominations were made for the office of Vice Chairperson of Lansing Community College Board of Trustees:

MOVED by Trustee Smith and supported by Trustee Woods to nominate Trustee Canja as the officer of Vice Chairperson of Lansing Community College Board of Trustees.

MOVED by Trustee Proctor and supported by Trustee Rasmusson to nominate Trustee Laverty as the officer of Vice Chairperson of Lansing Community College Board of Trustees.

Trustee Laverty declined the nomination but stated that he appreciated the confidence his colleagues had in him.

MOVED by Trustee Proctor and supported by Trustee Woods for a unanimous ballot of Trustee Canja as Vice Chairperson.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

The following nomination was made for the office of Secretary of Lansing Community College Board of Trustees:

MOVED by Trustee Canja and supported by Trustee Hollister to nominate Trustee Woods as the officer of Secretary of Lansing Community College Board of Trustees.

MOVED by Trustee Smith and supported by Trustee Hollister for a unanimous ballot of Trustee Woods as Secretary.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

The following nomination was made for the officer of Treasurer of Lansing Community College Board of Trustees:

MOVED by Trustee Proctor and supported by Trustee Hollister to nominate Trustee Rasmusson as the officer of Treasurer of Lansing Community College Board of Trustees.

MOVED by Trustee Proctor and supported by Trustee Woods for a unanimous ballot of Trustee Rasmusson as Treasurer.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

Chairperson Smith asked that Trustee Lavery continue to Chair the remainder of the meeting.

Chairman Laverty – Committee Appointments

Trustee Laverty presented Chairperson Smith with a list of recommendations for the Committee appointments.

Chairperson Smith requested to have time to review the Committee appointments until the next Board meeting.

Trustee Laverty requested to make a statement.

“As the longest serving Board Chair in the history of Lansing Community College, I’ve made many personal and professional sacrifices to serve this College. I found the job both challenging and rewarding. I will continue to work with my fellow colleagues to advance this fine institution forward. I am optimistic. The voters have elected a good group of Board members who can help make positive changes and guide the College into the future. Thank you for your support of over the last 4½ years.”

PRESIDENT’S REPORT

Strategic Update Report – Course Fees

President Cardenas presented the Board with a revised course fee list.

She stated that the course fees will be brought back to the February Board meeting for approval.

Discussion followed.

Strategic Update Report - Parking Update

President Cardenas stated that a few months ago the Board was presented with a proposal regarding parking structure. She stated that LCC administrators have started conducting a feasibility study to increase LCC’s parking facilities. She reported that they are looking at purchasing an existing parking facility or building a new facility.

President Cardenas reported that the cost to build a new parking ramp was estimated to cost approximately \$18.5 million and will take approximately 30 months to build once the Capital Project is approved.

She stated that the College could purchase a North Capitol Avenue parking ramp from the City of Lansing. She said it may require renovations. President Cardenas reported that the College has asked for due diligence and an environmental assessment to be completed by February 1, 2008

She stated that the College will put together a proposal of pros and cons of the two structures and present back to the Board.

Discussion followed.

Strategic Update Report – Policy Implementation

President Cardenas stated that when you go to the Board web page and click on Board policies there is a mixture of academic and administrative policies mixed in with Board Governance policies. She stated that they have provided an analysis of a description of how ACCT defines policy governance.

She stated that they are proposing a structure where they will pull all of the policies down from the web and separate them by Administrative Policies, Board Governance Policies and Procedures.

President Cardenas stated that this will give them clarity to determine when and how often to report back to the Board in regards to the policies that have been outlined by our governing body.

Strategic Update Report – Banner Implementation Update Audit

Trustee Laverty introduced Mr. Alan Moore of Grant Thornton. He stated that his job is to follow and audit the Banner Implementation. He reported that the Audit Committee has already reviewed Mr. Moore's report and that the Board received copies of the report as well.

Mr. Moore presented the Board with an initial assessment and findings only review. This report is on file with the official Board meeting materials. Mr. Moore stated that this assessment will be followed up with recommendations of these findings.

Discussion followed.

Strategic Update Report – Banner/Oracle Update

President Cardenas presented an Oracle System Update report and a Banner Project Status Update report. These reports are on file with the official Board meeting materials.

Strategic Update Report – Enrollment Information Update

President Cardenas reported that in the President's report she has added an Enrollment Information Update.

President Cardenas stated that there have been many questions with regards to how many students the College has lost because of the Oracle System. She stated that as of today, the College is down by 90 students but up in seat count.

The President stated that the Board will be receiving a Student Academic Support Strategic Enrollment Management update in the President's Report every month.

Discussion followed.

Trustee Woods and Chairperson Smith requested to see a Enrollment Strategic Plan in terms of outreach of each of the specific areas the College is targeting.

Trustee Canja requested to see information on what the enrollment statistics are for LCC's competitors in the area.

Action Item – Risk Management Resolution

President Cardenas presented following resolution to the Board:

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, Lansing Community College is a member of the Middle Cities Risk Management Trust, having duly executed the membership Interlocal Agreement and Declaration of Trust as of July 1, 1998; and,

WHEREAS, the Bylaws of the Trust require the appointment of a designated Trustee as the institution's representative to the Trust's Board of Trustees.

NOW, THEREFORE, IT IS RESOLVED THAT, Lansing Community College's Risk Management Coordinator is appointed as the institution's designated Trustee representative to the Middle Cities Risk Management Trust's Board of Trustees and is authorized to cast the institution's vote on all matters which come before the Board. He/She shall serve as Trustee until replaced by this Board in its absolute discretion.

THEREFORE BE IT FURTHERMORE RESOLVED THAT, Lansing Community College's Director of Emergency Management and Safety Services is appointed as Alternate Trustee for the institution as provided in paragraph 8 of the Interlocal Agreement. He/She shall serve as Alternate Trustee until replaced by this Board in its absolute discretion.

Action Item – Approval of Bids

President Cardenas presented the following bids for the Board's approval:

- Apple Computer Hardware and Service Support in the amount of \$155,349.82. The recommendation was to award the sole source to Apple Computer, Inc.
- Professional Auditing Services in the amount of \$320,000. The recommendation was to award the bid to Rehmann Robson.

MOVED by Trustee Proctor and supported by Trustee Smith to approve the President's action items.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

Chairman, Committee and Board Member Reports

Chairman's Report - Calendar of Meeting (February – December 2008)

Trustee Lavery presented the following Board of Trustees meeting calendar for 2008:

February 18, 2008

March 17, 2008

April 21, 2008

May 19, 2008

June 16, 2008

September 15, 2008

October 20, 2008

November 17, 2008

December 8, 2008 (2nd Monday, due to Holiday)

**Meetings will be held at 6:00 p.m. in the Administration Building Board room unless otherwise indicated.*

MOVED by Trustee Hollister and supported by Trustee Proctor to adopt the proposed meeting scheduled.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

Presidential Evaluation Discussion

Trustee Lavery stated that the Board needs to decide what they want to do with the President's evaluation. He asked if the Board wanted to develop their own evaluation tool or hire an outside consultant. He stated that the Board can also continue with its current process of the President presenting the Board with a report on an annual basis.

Trustee Lavery stated that as the Board enters into interviewing Presidential candidates the Board needs to be able to tell the candidates how they will be evaluated.

Discussion followed.

Chairman's Report – Board Agenda Item Summary Page

Trustee Canja requested to discuss this item when discussing the Roadmap for Trustee Generated Ideas.

Chairman's Report – Personnel & Compensation Committee/Finance Committee Discussion

Trustee Lavery asked if the Board wanted to continue with the Personnel & Compensation Committee.

MOVED by Trustee Proctor and supported by Trustee Lavery to abolish the Personnel and Compensation Committee.

MOVED by Trustee Hollister and supported by Trustee Woods to amend Trustee Proctor's motion to include abolishing the Finance Committee.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

The Chair requested a roll call on the main motion:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

Chairman's Report – Information and Announcements

Trustee Lavery made the following announcement:

- He stated that last Saturday he presented resolutions to the Men's Cross Country and Women's Cross Country Teams during half time at the Men's Basketball game.

Committee Reports – Audit Committee Report

Chairman Lavery presented the following 2008 Audit Committee calendar of meetings:

January 28, 2008

February 25, 2008

March 24, 2008

April 28, 2008

May 26, 2008

June 23, 2008

September 22, 2008

October 27, 2008

November 24, 2008

Meeting will be held at 4:00 p.m. in the Administration Building room 200 unless otherwise indicated.

Trustee Woods requested to amend the date of May 26, 2008, due to that day being a holiday.

MOVED by Trustee Woods and supported by Trustee Hollister to adopted the 2008 Audit Committee Meeting Calendar.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

Board Member Report – Presidential Search Update

Trustee Proctor gave the following update on the Presidential Search:

- On December 18, 2007, the Screening Committee met for the purpose of reviewing applications submitted to Greenwood and Associates by persons interested in being considered for the position of president of LCC. The notice of the meeting indicated that the Committee would be meeting in closed session to review applications.
- At approximately 4:30 PM, on December 17, 2007, he was advised by Board staff that an issue had surfaced regarding whether the Committee could meet in closed session to review the applications. Attorney Webb Smith of Foster, Swift, Collins and Smith was contacted about the issue and appeared at the committee meeting on December 18, 2007. The Committee was advised that it could meet in closed session and review the applications as long as there was no winnowing of the applicant pool.
- Prior to the review of the applications Jan Greenwood presented a “market feedback” report, which reflected (1) concerns or issues prospects had about LCC based on information those prospects gained from various sources including print and other media, (2) the contacts Greenwood and Associates made to generate interest in applying for the position, (3) the number of president vacancies at community colleges, and (4) the pool of prospects meeting the credentials identified by the Board and others who provided input at the two forums conducted by Greenwood and Associates.
- Because of the length of the discussion regarding whether the Committee could meet in closed session about some aspects of the search process, the Committee was not able to review all of the applications on December 18th.
- On December 20, 2007, he received a phone call from an applicant. He was informed the applicant had been given some information about some of the other applicants, specifically, the colleges at which some of the applicants were employed and the capacity in which the applicants were employed. He was also informed the applicant had received information about some of the discussion that took place during the committee meeting, some of which occurred in closed session.
- He advised Jan Greenwood of the conversation, and he wrote to the Committee informing each member of what had occurred.

- On January 14th, Dr. Betty Asher and Dr. Carmen Neuberger of Greenwood and Associates informed the Committee of the receipt of four new applications. This addition increased the candidate pool to 30.

Trustee Proctor reported the Screening Committee's recommendations for next steps:

- The Board, or persons designated by the Board, make on-site visits to the places of employment or place of previous employment of the applicants the Board will consider. The purposes of such visits are to enable the Board to gain further insight into the credentials and accomplishments of the applicants and to obtain assessments from persons with whom the applicants have worked and interacted.
- The Board arranges for applicants to visit LCC and participate in interviews by LCC stakeholders prior to being interviewed, on the same day, by the Board.
- An applicant "evaluation" form be developed (one has been proposed by Greenwood and Associates) and distributed to "stakeholders" attending the on-campus interviews.
- That the stakeholder and Board interviews be conducted between February 19th and 22nd, 2008.
- Following the conclusion of the Board interviews the evaluation forms from the on-campus stakeholder interviews are presented to the Board.
- The Board in a Special Meeting scheduled for February 25 makes a determination and announces its decision regarding the person to whom it will offer the position of President.

Trustee Proctor spoke on the elements of the President's Contract.

He read the following evaluation process recommended by Greenwood & Associates:

- Requesting the President to identify her/his top 10 priorities with explanations for her/his selection. President and Board discuss and agree on items on which the President will be evaluated. President provides quarterly updates and assessments.
- An evaluation clause providing for outside evaluators mutually agreed upon by the parties (each suggesting 3 names). Two-pronged evaluation (president's performance and college's performance).

MOVED by Trustee Canja and supported by Trustee Hollister to adopt Trustee Proctor's report and the recommended timelines.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

Trustee Proctor submitted a report on his attendance to the 2007 ACCT Congress. This is on file with the official Board Meeting Materials.

Board Member Report – Roadmap for Trustee Generated Ideas and Initiatives

Trustee Canja stated that this was intended to give the Board a process that would allow Trustees to bring forth ideas for initiatives they believe would benefit and strengthen the college. She stated that the Trustees would be responsible for adequately describing the idea that they have. She said that the idea would not go forward to the Administration until it had the support of the Board.

Trustee Canja stated that the Agenda Item Summary Page would be appropriate to use as next steps and that the Administration could use this page when bringing the background information work back to the Board.

Trustee Canja requested to put this item on the agenda next month for approval.

Trustee Hollister stated that it was his recollection that the Agenda Item Summary Page was to be used for action items generated by the Administration as well as the Board. He requested that the summary page include alternatives that would have financial, strategic plan and human resource implications.

Trustee Proctor requested from the Board the terms of the President's Contract and what the Board wants to communicate to Greenwood & Associates with regards to this.

MOVED by Trustee Hollister and supported by Trustee Woods to communicate to Greenwood & Associates to have a 3 to 5 year contract with appropriate extension consideration.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods

Nays: Lavery

Absent: None

Motion carried.

Board Member Report – Resolution Supporting Black History Month 2008

Trustee Smith presented the following resolution to the Board:

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, Black History Month is traditionally observed in February of each year; and

WHEREAS, Dr. Carter Godwin Woodson established Black History Week in February, of 1926, choosing a month that marks the birthdays of two important men who greatly impacted the American black population, Abraham Lincoln and Frederick Douglass; and

WHEREAS, in the year 1976, the observance was expanded to Black History Month; and

WHEREAS, Black History Month is designed to recognize and pay tribute to many Blacks long neglected by society and the history books; and

WHEREAS, Black History Month aims to bridge the gap created by American history's failure to accurately acknowledge, portray and record the contributions and inventions of Blacks; and

WHEREAS, Black History Month seeks to emphasize that Black History is American History; and

WHEREAS, Black History Month acknowledges the achievements of Blacks in the Military, the Arts, Civil Rights, Education, Entertainment, History, Law, Literature, Medicine, Music, Politics, Science, Sports, and other Arenas; and

WHEREAS, African Americans reflect a proud legacy of courage and dedication that has helped to guide our Nation's success and prosperity; and

WHEREAS, this month holds greater significance from the many milestones it contains; on February 23rd, 1868, the Civil Rights leader and co-founder of the National Association for the Advancement of Colored People (NAACP), W.E.B DuBois, was born; on February 3rd, 1870, the 15th Amendment, granting blacks the right to vote, was passed; on February 25th, 1870, the first black U.S Senator, Hiram R. Revels, took his oath of office; on February 12th, 1909, the NAACP was founded in New York City; on February 1st, 1960, a civil-rights movement milestone occurred when a courageous group of black college students began a sit-in at a segregated Woolworth's lunch counter in Greensboro, NC; and

WHEREAS, all of these events and historic visionary leaders such as Frederick Douglas, Thurgood Marshall and Martin Luther King, Jr., blazed a trail for

freedom, equality and opportunity and symbolize why we celebrate Black History Month; and

WHEREAS, we also remember the life of Coretta Scott King, widow of Dr. Martin Luther King, Jr., who continued her husband's vision of racial peace and nonviolent social change throughout her life; and

WHEREAS, we also remember the life of Rosa Parks, who committed the profound act of refusing to relinquish her seat on a bus, thus igniting a movement that would break down segregation on public transportation; and

WHEREAS, Black History Month has once again given this country the opportunity to look back and celebrate the past. More important, however, it has served as a reminder of our responsibility to look forward. Our obligation to African Americans and all Americans is to honor the accomplishments of the past by acting in a substantive manner to improve lives for tomorrow; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board expresses its support of the Black History Month Celebration endeavors, programs, and activities at Lansing Community College.

MOVED by Trustee Smith and supported by Trustee Rasmusson to adopt the Supporting Black History Month resolution.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

Closed Session

There was no closed session.

Public Comment

Linda Appling: I am a long time residence of the City of Lansing. I am a parent of a student who goes to Lansing Community College. There are two items I wish to bring to your attention. These matters involve Administration. First, on Friday, January 18th, the last day of drops and adds, I went to LCC with my son to pay his tuition for the semester. To determine the total amount of money required he needed to drop one section of writing 121 and add another section. I felt this should be a relatively easy process since he had attempted to complete this section change earlier in the week; he had obtained the instructors' signature and attended the class. Upon inquiry, he found he had to obtain the departments' approval in addition to the instructors. He went to the A&S

building to obtain a section change. He found that it could not be authorized because they didn't know the number of vacancies. When I was informed of this I went to see if anything could be done. This was the last day of full refunds and I was put in the position of paying full tuition for a class and only getting 50% back if they could not accommodate the section change in the following week. Needless to say, I was not happy.

The first person I talked to was the administrative assistant of the individual in charge. I told that person I didn't want to talk with him, but with the person in charge. I was told that person was out for the day. Then a gentleman walked backed into the office and the Administrative Assistant decided I could talk to him. I found out that this was the person in charge. When I went into his private office the Administrative Assistant went in too. I was surprised by this total lack of consideration of privacy for my concerns. I requested that the Administrative Assistant be excluded from the meeting. I was informed by the Administrator that he would not exclude the Administrative Assistant from the meeting. I had never received such treatment. The refusal of a confidential meeting and requiring me to discuss what I felt were personal matters in front of an assistant was inexcusable and a violation of your own policy regarding confidentiality. My son is my dependent and I claim him on my income tax. Your policy says that I have a right to come in a talk about those matters.

With in this same context I was informed that contractual consideration did not allow them to add students to the class. They had to have some one drop the class first. However, it was alright for the student to attend the class with the instructor's permission. I was also informed that no new sessions were to be added.

This entire situation was absurd. First I was placed in the position of having to lose \$150 dollars. Secondly it would seem that LCC should have a computer system that lets them know up to the minute about drops and adds. I cannot comprehend why this school does not have this type of computer system. No student should be placed in the position of having to forfeit money because of a computer systems inability to let people know the number of people in a class in a timely fashion.

It should be noted that to date my son still has not been able to register.

President Cardenas apologized and stated that she will follow up.

Board Evaluation

Trustee Canja stated that she attended the Capital Quality Initiative luncheon with speaker Ken Miller at the West Campus. She encouraged everyone to attend the luncheon series they have coming up.

Trustee Canja also stated that she attended the New Faculty Orientation, conducted by the Center of Teaching Excellence. She also said that she attended the MLK luncheon with speaker Mark Lamont.

Trustee Proctor thanked Trustee Lavery for his dedication to the College. He stated that he doesn't believe there is anyone who has more passion for Lansing Community College. He said that Trustee Lavery had been the target of unfair criticism but withstood it all while continuing to remain strong and tall and for that he thanked him.

Chairperson Smith stated that she was impressed with former Chairman Lavery's enthusiasm for the college. She further stated that his historical knowledge of the college is invaluable. She thanked Chairman's Lavery for his service to the College.

Trustee Woods requested to have a resolution attesting to what both Trustee Proctor and Smith stated.

Adjournment

MOVED by Trustee Woods and supported by Trustee Rasmusson for the meeting to adjourn.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Lavery

Nays: None

Absent: None

Motion carried.

The meeting adjourned at 8:47 p.m.